

# The Odisha Gazette



EXTRAORDINARY  
PUBLISHED BY AUTHORITY

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No. 1078      CUTTACK,      TUESDAY,      MAY    7,    2024/BAISAKHA   17,    1946

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## BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ODISHA, ROURKELA

( An affiliating State University of Government of Odisha)

### NOTIFICATION

The 26th April 2024

#### Biju Patnaik University of Technology Employees' Pension Fund (Administration) Rules, 2023

No. 2344—BPUT-Legal-261/2023—In pursuance of the power conferred by Section 33(1) of the Biju Patnaik University of Technology Act, 2002, the University do hereby frame the following rules namely “Biju Patnaik University of Technology Employees’ Pension Fund (Administration) Rules, 2023”.

### PRELIMINARY

#### 1. Short Title and Commencement.

- (1) These rules may be called the Biju Patnaik University of Technology Employees’ Pension Fund (Administration) Rules, 2023.
- (2) They shall come into force on the date of their publication in the Odisha Gazette upon concurrence of the Government.

#### 2. Definitions.

- (1) Unless there be something repugnant in the subject or context, the term of these rule carry the meaning as under.
  - (a) “Accountant General” means the Accountant General as defined in Rule 2(d) of Orissa Treasury Rules;

- (b) "Act" means the Biju Patnaik University of Technology Act, 2002.
- (c) "Administrator" means the Registrar who is the ex-officio Administrator of the Fund;
- (d) "Bank" means any Nationalized Bank.
- (e) "Board" means Board of Management of the University.
- (f) "Branch Bank" means any Branch of any Nationalized Bank inside the country.
- (g) "Contributory Provident Fund (CPF)" means the provident fund which provides for crediting of contribution made by the University and the subscriber employee .
- (h) "Drawing and Disbursing Officer" means the Officer who is authorized Registar to disburse the pension of the employees of the University .
- (i) "Employee" means any person appointed in the service of the University but shall not include the person employed on contract, part-time or daily wage basis or work charged engagement under the project/schemes financed by U.G.C or other similar bodies.
- (j) "Finance Committee" means the Committee as provided in the Section 23 of Biju Patnaik University of Technology Act, 2002.
- (k) "Finance Officer" means the officer as specified in sub-section (iii) of Section 8 of the Act.
- (l) "Fund" means the University Employees Pension Fund.
- (m) "Government" means the Government of Odisha.
- (n) "Life Certificate" means the certificate issued by the Authorized Officer of the concerned Bank with whom the pensioner has an account .
- (o) "New Restructured Defined Contribution Pension Scheme" means the new contributory pension system as provided in Finance Department Notification No. 44451/F. dated. 17.09.2005.
- (p) "Payment Advice" means the list of pensioner/family pensioners with account number and amount payable to them to be furnished the concerned Nationalized Bank to make payments .
- (q) "Pension" includes gratuity except where the term pension is used in contradiction to gratuity.
- (r) "Registrar" means the officer as specified in clause (ii) of Section 8 of the Act.

- (s) State University means University formed by an Act of State Legislature and funded by the Government of Odisha.
- (t) "Statutes" means Biju Patnaik University of Technology First Statute, 2006.
- (u) "University" means University as defined in section 2 of the Act
- (v) "University Fund" means the fund as provided in Section 25 of the Act.
- (w) "Vice Chancellor" means the officer as specified in clause (i) of Section 8 of the Act.

(2) Words and expressions used but not defined shall have the same meaning as respectively assigned to them in the Act and the Statutes.

**3. Application.**

- (1) The provisions of these rules shall apply to the following categories of employees;
  - (a) Employees covered under GPF-cum-Pension-cum-Gratuity Scheme of other University transferred to BPUT subject to condition that the pro-rata pensionary benefits should be discharged by the previous employer University;
  - (b) Employees of Constituent colleges including employees having rendered past service in pensionable post and appointed prior to 01.01.2005 in Government College or Institute and absorbed in similar post or other pensionable post of the University service due to conversion of college or institute as constituent college;
  - (c) Employees directly recruited by the University in regular basis prior to 01.01.2005;
- (2) The following categories of employees shall not qualify for pension benefits under these rules.
  - (a) Persons recruited by the University in regular basis on or after 01.01.2005. Such employees shall be governed under the New Restructured Defined Contribution Pension Scheme.
  - (b) Persons appointed on contract except when the contract provides otherwise.
  - (c) Persons appointed in tenure post or on casual basis.
  - (d) Persons entitled to the benefit of Contributory Provident Fund.

## **ESTABLISHMENT, PURPOSE AND CORPUS OF THE FUND**

### **4. Establishment, Purpose and Corpus of the Fund.**

- (a) The University shall have a pension fund styled as the “Biju Patnaik University of Technology Employees Pension Fund”.
- (b) The Establishment, Purpose and Corpus of the Fund shall vest with the Board of Management. Subject to control by the Board of Management, the Finance Officer shall operate the fund in accordance with procedure as provided in these rules.
- (c) The fund shall be utilized for the purpose of defraying the pension and gratuity of the employees of the University including their families.

## **OPERATION OF FUND**

### **5. Deposit into Fund and Computation of funds for pension and terminal benefits.**

- (1) For the purpose of pension fund, the University shall have a Saving Bank Account with any Nationalized Bank in the name of the University Employees Pension Fund.
- (2) All money received for the purpose of pension and gratuity from whatsoever sources shall be deposited by the Finance Officer in the account mentioned under sub-rule (1).
- (3) The Finance Committee shall with the advice of the Finance Officer, compute the requirement of funds for the pension and gratuity of the employees of the University each year and shall make adequate provisions in the fund to meet such requirements. The Finance Officer shall propose the funds computed by the Finance Committee towards pensionary benefits of the University.
- (4) The amount required for payment of pension and gratuity and as provided under the appropriate heads shall be deposited in the account of the Fund.
- (5) In case there is insufficient balance in the fund to meet the requirement for pension and other terminal benefits in any month, the Vice Chancellor shall take steps to arrange funds from other sources to be adjusted.

## **CONDITIONS FOR SANCTION OF PENSIONARY BENEFITS**

### **6. Pension Payment Order.**

- (1) Unless otherwise provided in these rules the claim of pension/ family pension, determination of the amount of pension/ family pension, commuted value of pension and gratuity the principles embodied in the Odisha Civil Service (Pension) Rules, 1992 and Odisha Civil Service (Commutation of Pension) Rules, 1992 and amendments therein shall be applied.

**Note :-** For these purpose the word Government and Government Servant in the aforesaid rules shall imply the concerned University and University employees respectively.

- (2) The Registrar shall process the pension papers of the employees in consultation with the Finance Officer and place the same before the Vice Chancellor for sanction well in advance before the date of sanction of pension. On the basis of the order of sanction by the Vice Chancellor, the Finance Officer shall issue the pension payment order for making payments.
- (3) It shall be compulsory for every pensioner/ family pensioner to open a Saving Bank Account in any Nationalized Bank convenient to him/ her and intimate the account number with other relevant details to the concerned Bank under intimation to the Finance Officer.
- (4) At the end of every month the Finance Officer shall send 'payment advice' to the Bank in the form of a list of pensioners/family pensioners showing the Bank Account number of each and the amount payable to each. The Bank on the basis of such an advice shall credit the amount payable to a pensioners/family pensioners to his/her account with them.
- (5) In case the address of the Bank Account number of the pensioners/family pensioners is changed, it shall be the responsibility of the pensioner to intimate the University and the same shall be kept on record and intimated to the bank immediately.
- (6) In case of death of pensioners/family pensioners, the fact shall be intimated to the University immediately by the legal heir of the pensioner or family pensioner.

#### **7. Life Certificate.**

Every pensioners/family pensioners shall have to furnish 'Life Certificate', twice in a year in the months of May and November to the University.

#### **MISCELLANEOUS**

#### **8. Records & Registers.**

The Finance Officer shall maintain the following records and registers;

- (i) Saving Bank pass book relating to the Fund.
- (ii) Accounts ledger showing deposits to the fund and expenditure there from.
- (iii) Payment Advice Register.
- (iv) Ledger containing the Savings Bank Account numbers of pensioner or family pensioner.
- (v) Ledger containing particulars of pensioner or family pensioner.
- (vi) Bill Book.
- (vii) The ledgers at (iii), (iv) & (v) supra shall be maintained in digital form.

#### **9. Forms.**

The Forms as appended to the Odisha Civil Services (Pension) Rules,1992 and to the Odisha Civil Services (Commutation of Pension) Rules, 1992 shall be used for respective purposes making changes wherever necessary to make them appropriate for the University.

**10. Audit of Fund.**

The Auditors duty authorized by the state Government (L.F.A) shall have access to all Registers and Records maintained by the Finance Officer relating to the Fund. For the purpose of such Audit, the provisions of section 28 of the Act shall apply.

**11. Undrawn pension**

A pension remaining undrawn for more than one year shall cease to be payable by the Finance Officer/ Accounts Officer. On appearance of the pensioner or presentation of a claim on his behalf afterwards, the Finance Officer/ Accounts Officer may make the payment but the arrears can be paid on written clearance from the Registrar. The Finance Officer/ Accounts Officer shall make a reference to the Registrar along with the Bill received from or on behalf of the pensioner explaining the circumstances of non-drawal. On receipt of such a reference, the Registrar shall intimate the fact to the Finance Officer/ Accounts Officer and shall authorise payment of the arrears with the sanction of the Vice Chancellor.

**12. Transfer of P. P. O**

For transfer of the pension papers from one disbursing officer to another, the Pensioner shall apply to the Registrar and shall surrender his portion of the PPO along with the application, the Drawing and Disbursing Officer shall send the application, along with both halves of the PPO to the Finance Officer/ Accounts Officer who shall, if otherwise found admissible, send the documents to the Drawing and Disbursing Officer from whom pension is proposed to be drawn after taking suitable record in the register of the pension.

**13. General Conditions for Terminal Benefits**

Save as otherwise in these Rules, provisions contained in Statute 126 of the Biju Patnaik University of Technology First Statutes, 2006 shall apply in respect of terminal benefits as may be admissible to University Employees.

**14. Interpretation.**

If any question arises as to the interpretation of these rules the decision of University shall be final.

NISHI POONAM MINZ

REGISTRAR